

SC DEPARTMENT OF EDUCATION CHIEF FINANCE OFFICE AUGUST 2015-16



ISSUE 2

Please use the newly established email for submitting information to Financial Services at financesvcs@ed.sc.gov

August 2015 A monthly update from the State Department of Education's (SCDE) Office of Finance to local school district business officials. If you have any questions about information in this issue, contact Shatika Spearman at 803-734-8008, Felicia Poston at 803-734-8488 or Melissa Myers at 803-734-8453.

New Payments for August

Revenue	Subfund	Description
1930	800	Special Needs Transportation
3134	924	CDEP
3511	311	Professional Development
3512	312	Technology Professional Development
3538	338	Students at Risk
3540	340	4 year old Early Childhood
3541	341	CDEP
3550	350	Teacher Salary Supplement
3555	355	Fringe Teacher Salary
3556	356	Adult Education
3558	358	Reading

Recently Posted Memos

Requirements to Employ Retired Individuals
<http://ed.sc.gov/agency/cfo/finance/FinancialInfoMemosandForms.cfm>

FY 15-16 Signature Authorization Form for the Submission of Financial Documents
<http://ed.sc.gov/agency/cfo/finance/FinancialInfoMemosandForms.cfm>

CFO UPDATE

To better serve you, we are providing a list of finance employees and their areas of responsibility. Please let us know how we can help you:

Budget & General Finance questions – **Mellanie Jinnette**

Flexibility & Other Finance Related Questions – **Shatika Spearman**

EIA/General Fund/Lottery Payments; National Board; Medicaid – **Sue Martinez**

PCS; EFA Payments – **Ann Castro**

General Grants Accounting – **Felicia Poston**

For questions regarding specific grants, please refer to the grants accounting staff listing located on the Grants Accounting Section's web page, <http://ed.sc.gov/agency/cfo/finance/Grants-Accounting/documents/ProjectAccountingListUpdated080315.pdf>

Proviso Billing Rate

The daily rate for FY 15-16 is \$3.70.

Recent Data Requests

School Bus Drivers

If you haven't already responded, the following information is needed from your school district: (1) average bus driver salary, (2) current number of bus drivers employed, and (3) current number of vacant bus driver positions. Please refer to email dated August 13. Submit your response to kmoss@ed.sc.gov as soon as possible.

District Minimum Salary Schedule for FY 15-16

Please refer to email dated August 11, requesting your district's salary schedule. We are asking that the salary schedule be submitted in Excel format. We will be using this data for the Teacher Salary Study Committee. Please submit to kmoss@ed.sc.gov by **Tuesday, September 1, 2015.**

Recent Data Requests – (continued)**FY 14 Breakdown of Expenditures – Functions 251 and 255**

Please provide a breakdown of your FY 2014 expenditures for Functions 251 and 255. We need this information broken out with bus driver salaries and other salaries expenditures from both funds. This information is requested because of the Abbeville Lawsuit, and is needed for a presentation to the House and Senate Subcommittee. Please provide this information to Kim Moss at kmoss@ed.sc.gov no later than **Wednesday, August 26**.

FINANCIAL SERVICES**FY 16 Final Budget Projections**

Final Budget Projections for FY 2016 have been posted at the following link:

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/FY16FinalProjectPosting.pdf>

National Board

Listings of NBC teachers have been sent to your district. One listing depicts those eligible for \$7,500 and the other listing for \$5,000. Please note any changes on these listings.

All funding for FY 16 will be paid from EIA, Revenue 3532, Fund 332.

A due date of **August 31, 2015**, is needed in order to begin regular monthly payments in September. You may mail this form to: financesvcs@ed.scv.gov.

Reading Coaches

Listings of reading coaches need to be returned to Sue Martinez. You may email the listings to smartine@ed.sc.gov. Deadline is **Tuesday, September 8**.

Please return the signed Memorandum of Agreement and Specific Parties Agreements to Mrs. Jennifer Anderson, Director of Early Learning and Literacy, at janderson@ed.sc.gov, South Carolina Department of Education, 1429 Senate Street, Room 902-A, Columbia, SC 29201.

Professional Certified Staff System

District staff entering data into PCS for the 2015-16 school year are to use the “notes” field (located in the “detail” tab, click the “update” button), of the staff record to enter a *specific job title* for the following position codes:

02	Assistant Principal, Co-Principal	12	Other Professional Instruction-Oriented
03	Special Educ. (Itinerant)	29	Other Personnel Positions
06	Special Educ. (Self-Contained)	43	Other Professional Non-instructional Staff
07	Special Educ. (Resource)	86	Support Personnel
08	Classroom Teacher	99	Other District Staff

For position code **36**, enter the licensing information, either RN or LPN.

PCS User Manual

Please note that the PCS User Manual has been revised and posted on Finance’s Web page.

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/PCSUserManualJuly2015.pdf>

GRANTS ACCOUNTING

Districts should not contact the SCDE in reference to GAPS/CATE role assignments. These are assigned by the district’s Web Access Coordinator (WAC).

GAPS ROLES FOR EXTERNAL AUDITORS

For district users, District WAC can assign roles to auditors based on email address. If auditor needs access to more than one district, it would be best for auditor to use a new district email account. Each district will have to assign roles just for their district.

Quarterly submission of claims is required once an approved budget is in place.

NOTICE – New GAPS Budget Report Available – Report title is Budget Actuals Summary and it provides information similar to the old project master report.

Budget – Actuals – Net Budget Balance- Pending Budgets – Pending Expenditures

This report should be a good tool in monitoring sub grant balances as you near the end of the fiscal year.

NEW REPORT FOR REVIEWING BUDGET BALANCES

Budget Actuals Summary – shows net budget balance by Line Item. This is a good report to use to ensure all funds have been claimed.

STATUS OF PROCESS – GAPS

Your patience is appreciated as we work through the development and implementation of GAPS. Slight changes will occur over the next several months as we continue to add enhancements.

The ability to access reports in GAPS is now available. Brief instructions on how to run the reports is posted on the Grants Accounting Section's web page. <http://ed.sc.gov/agency/cfo/finance/Grants-Accounting/documents/TitleIPresentationSpring2015-RunReports.pdf>

NOTES:

Budget Amendments, Expenditures and Expenditure Refunds ARE entirely functioning in the system.

Budget Amendments aren't available in GAPS unless the original Budget has been approved by the SCDE Program Office.

Until that time, the next person in line for the workflow approval can return the item to the previous person without an amendment being necessary. This also applies to expenditures.

NOTES (continued):

Expenditures aren't available for entry until the budget approval has made it through the SCDE program office. Once the budget has been approved, enter the budget tab, go to specific function/object combination and icon will appear to the right for the entry of the expenditure.

The status of an item can be viewed by clicking all the way into the amount.

If a budget item is pending the approval of the SCDE program office, please contact the program office to determine the delay in approving the budget. Expenditures can't be entered in GAPS until the budget is completely approved.

Project Masters

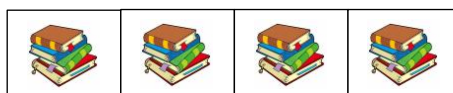
Project Masters for FY 14 sub grant awards will be mailed by the end of September to the District and CPA firm if an approved request has been received.

Payments to Counties

Payment to county reports will be available on the SCDE website by the end of August. We will notify you once the reports are ready for download. Please inform your CPAs of this information.

TRAINING TUTORIALS FOR GAPS

- GAPS: Entering Expenditure Refunds for Sub-Recipients - http://www.kaltura.com/index.php/extwidget/preview/partner_id/1675021/uiconf_id/24189501/entry_id/1_4k82p9pn/embed/auto?
- GAPS for District Finance Personnel: Expenditures – http://www.kaltura.com/index.php/extwidget/preview/partner_id/1675021/uiconf_id/24189501/entry_id/1_e8x22wsj/embed/auto?



**TRAINING TUTORIALS FOR GAPS
(CONTINUED)**

- GAPS for Grant Coordinators -
<http://www.kaltura.com/tiny/nq6dy>
- GAPS for Grant Finance Personnel -
<http://www.kaltura.com/tiny/uyviq>
- GAPS for Grant Coordinators – Budget
Amendments –
<http://www.kaltura.com/tiny/x4flw>

PLEASE REMEMBER TO FORWARD ALL GAPS QUESTIONS TO THE EMAIL ADDRESS grantsaccounting@ed.sc.gov AND INCLUDE THE TITLE OF THE GRANT THAT YOU ARE WORKING WITH, THE PROCESS YOU'RE TRYING TO PERFORM AND A SCREENSHOT OF WHERE YOU ARE HAVING THE ISSUE. SOMEONE FROM THE GRANTS OFFICE WILL RESPOND AS SOON AS POSSIBLE.

AUDITING SERVICES

**FY 2014-15 Financial Accounting Handbook
Update**

The definition for International Baccalaureate (IB) programs, Function 144, has been revised. Please only account for high school students in the IB program under function 144. See revised definition:

International Baccalaureate (IB) - Expenditures for students in the IB Diploma Programme aged 16-19, in an academically challenging and balanced program of education with final examinations that prepares students for success at university. Also include students in the IB Career-Related Programme aged 16-19 that incorporates the vision and educational principles into a unique offering specifically designed for students who wish to engage in career-related learning.

Due to Schedules

Please review the schedule of funds due back to the state and federal government to ensure accuracy. Any payments not due back because of funding flexibility or carryover provisions should **not** be stated on the schedule. Payments made in error cannot be returned.

LEA Audit Reporting System (LARS)

An instructional video on how to access LARS has been posted on the Office of Auditing Services web page at <http://ed.sc.gov/agency/as/InformationMemosandForms.cfm>.

If you will be a user of the system and do not have rights under the SCDE's Web Access Administrative tool, please get with the Web Access Coordinator from your LEA or sponsoring district from your LEA and CATE centers to have access granted to access the SCDE's member center.

The annual audit report, data collection form, supportive information, and the SCDE Supplemental Schedules for each fund type are due to the SCDE by December 1 after the close of each fiscal year.

Time and Effort Requirements

Employees whose salary are charged in whole or in part to a federal cost objective must complete either the monthly personnel activity report (PAR) or the semi-annual certification. Certifications are required for those whose salary is charged 100% to a federal cost objective. The PAR is required for any employee whose salary is charged less than 100% to a federal cost objective or to multiple federal cost objectives.

These requirements are stated in the Office of Management Budget Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" Attachment B Section 8h. A link to the circular can be found at <http://ed.sc.gov/agency/as/>.

For federal awards made after December 26, 2014, please adhere to the requirements in the Uniform Grant Guidance and 2 CFR Part 200.

Time and Effort Requirements – (continued)

The link to the electronic Code of Federal Regulations is <http://www.ecfr.gov/cgi-bin/text-idx?SID=51fe36054afd11b20bac5931e4e104e5&node=p2.1.200&rgn=div5>

An example of a PAR and certification are now located on our website at

<http://ed.sc.gov/agency/as/documents/FederalSamplePersonnelActivityReport.pdf> and <http://ed.sc.gov/agency/as/documents/FederalSampleSe-mi-AnnualCertification.pdf> respectively.

Time and Effort Clarification for Food Service Employees

Food Service employees are exempt from the requirement to prepare personnel activity reports or certifications. However, if the food service employee also works on another federal cost objective, the employee must complete the required time and effort reporting.

Substitute System for PAR's

The USDE recently established guidance allowing an SEA to permit an LEA to use substitute documentation such as a teacher's course schedule as adequate documentation for the time and effort of an individual who works on multiple activities or cost objectives but does so on a predetermined schedule. An individual documenting time and effort under the substitute system would be permitted to certify time and effort on a semiannual basis, provided the LEA's substitute system meets requirements.

In order to use the substitute system, the LEA must certify to the SEA that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Additionally, the certification must include a full disclosure of any known deficiencies with the system or known challenges with implementing the substitute system.

Substitute System for PAR's (continued)

To review this guidance in full along with examples of acceptable substitute system, see <http://www2.ed.gov/policy/fund/guid/gposbul/time-and-effort-reporting.html>.

Annual Audit Guide

Annual Audit Guide – The FY 2014-15 Annual Audit Guide has been posted to the SCDE website at <http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>. The template for submission of the SCDE supplemental schedules is also located on the website under the 2014-2015 Audit Guide link. Please share this information with your independent auditors as it lists **new** audit submission requirements for FY 2014-15 audits.

Annual Audit Templates

Some LEA's report revenue and expenditures in funds other than the 7 major funds listed on the template provided by the SCDE to be uploaded into the LEA Audit Reporting System (LARS). Please ensure that data from any additional funds not listed on the template is combined with the major fund that it is most closely related to for the upload of the template into LARS. This will ensure that all revenues and expenditures for a LEA are captured in the upload.

**Miscellaneous Revenue Codes and Subfunds**

When allocations to school districts exceed \$500,000 from a single source of funds, a unique revenue code and subfund are assigned to those funds and guidelines for those funds will appear in the Funding Manual produced by the Office of Finance.

Miscellaneous Revenue Codes and Subfunds (continued)

If total allocations do not exceed \$500,000, miscellaneous revenue codes and sub funds will be used as follows:

Miscellaneous Revenue Codes and Subfunds

<u>Source of Fund</u>	<u>Revenue Code</u>	<u>Subfund</u>
Misc. State Restricted	3199	800 series *
Misc. EIA	3599	399
Misc. State	3999	General Fund (100)
Misc. Lottery	3699	969
Misc. Federal	4999	800 series *

*Districts choose any subfund available for use in the 800 series.

LEA Indirect Cost Rates

The indirect cost rate proposals have been distributed to all LEA's via e-mail. Please agree the data used to the information submitted in the template that was uploaded into LARS for FY 2013-14 audited data. If discrepancies are noted, please note the variance in red and return the spreadsheet back to the Office of Auditing Services. If all data is correct, please sign the delegation agreement and return to auditingervices@ed.sc.gov no later than Friday, August 21, 2015.

Policies and Procedures under the Uniform Grant Guidance

Please be sure that you are updating your entity's policies and procedures due to guidelines under the uniform grant guidance. Policies and procedures should be effective on July 1, 2015. Please refer to the presentation from the SCASBO Lunch and Learn at <http://ed.sc.gov/agency/as/documents/UNIFORMGRANTGUIDANCE-SCASBOLunchandLearnMarch2015.pdf>

Uniform Grant Guidance

The Office of Auditing Services has developed a document that highlights some of the major changes as a result of the Uniform Grant Guidance. The document can be found on our website at <http://ed.sc.gov/agency/as/documents/WhatistheUniformGrantGuidance.pdf>.

Financial Manuals

Funding Manual

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/2014-2015FundingManual.pdf>

Accounting Handbook

<http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>

Student Accountability

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/studentaccountabilitymanual.pdf>

PCS Manual

<http://ed.sc.gov/agency/cfo/finance/Financial-Services/documents/PCSUserManualJuly2015.pdf>

Audit Guide

<http://ed.sc.gov/agency/as/ManualsHandbooksandGuidelines.cfm>





**EFA/State Funding
Release Dates
2015-2016**

August 21	November - TBD	February 22	May 20
September 22	December - TBD	March 22	June 22
October 22	January 22	April 22	

Due Dates for SCDE Reports 2015-2016

Listed below are reports required by the Office of Finance and their due dates for 2015-16. Reports listed below that are identified by a dollar sign (\$) indicate that allocations are based on the information submitted in these reports. To avoid delays in the distribution of the allocations, please ensure that all reports are received in the Chief Financial Office by the specified due date.

November 2	DEADLINE FOR PCS STAFF UPDATES (THIS IS A DUE DATE FOR FEDERAL REPORTS AND ACCREDITATION REPORTS)
November 2	INITIAL MEMBERSHIP/ATTENDANCE 45 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 45 DAY REPORT
December 1	2014-15 AUDITS AND IN\$ITE
December 3	MEMBERSHIP/ATTENDANCE CERTIFY 45 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 45 DAY REPORT (\$)
April 4	INITIAL MEMBERSHIP/ATTENDANCE 135 DAY REPORT INITIAL STUDENT ACCOUNTABILITY 135 DAY REPORT
April 29	PCS UPDATES FOR 135 DAY FUNDING (\$)
April 29	MEMBERSHIP/ATTENDANCE CERTIFY 135 DAY REPORT (\$) STUDENT ACCOUNTABILITY CERTIFY 135 DAY REPORT (\$) HOME INSTRUCTION REPORT (\$)
June 30	FINAL CHANGES TO PCS FY 2015-16 TECHNOLOGY PROFICIENCY
June 30	FLEXIBILITY REQUEST 2015-16

Questions concerning the above reports may be directed to Shatika Spearman at (803) 734-8008 in the Office of Finance.

Kimberly Moss
Financial Newsletter Editor